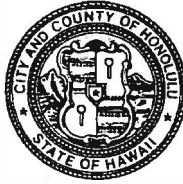


**LIQUOR COMMISSION  
CITY AND COUNTY OF HONOLULU**

711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249  
PHONE (808) 768-7300 • FAX (808) 768-7311  
INTERNET ADDRESS: [www.honolulu.gov/liq](http://www.honolulu.gov/liq) • E-MAIL: [liquor@honolulu.gov](mailto:liquor@honolulu.gov)



KIRK CALDWELL  
MAYOR

JOSEPH V. O'DONNELL  
CHAIRMAN

NARSI A. GANABAN  
CO-VICE CHAIR

MALAMA MINN  
CO-VICE CHAIR

DARREN Y.T. LEE  
COMMISSIONER

FRANKLIN DON PACARRO, JR.  
ADMINISTRATOR

ANNA C. HIRAI  
ASSISTANT ADMINISTRATOR

March 27, 2018

TO: ALL LIQUOR LICENSEES  
FROM:  FRANKLIN DON PACARRO, JR., ADMINISTRATOR

SUBJECT: ANNUAL LIQUOR LICENSE RENEWAL FOR FISCAL YEAR 2019 (FY19)  
(July 1, 2018 to June 30, 2019)

Please use the checklist below and submit a complete License Renewal Application Packet to the Honolulu Liquor Commission (HLC) by **Thursday, May 31, 2018**, to ensure you receive your FY19 liquor license by Friday, June 29, 2018.

**LICENSE RENEWAL APPLICATION PACKET:**

- ☐ Original, signed FY19 Liquor License Renewal Application (green form)
- ☐ Annual Basic License Fee payment (payment by a single business check for multiple liquor licenses will expedite processing)
- ☐ Certificate of Insurance (COI) in effect on July 1, 2018
- ☐ Certificate of Good Standing (COGS) printed within 60 days of filing; **OR**  
Hawaii Compliance Express (HCE) Certificate of Vendor Compliance print out
- ☐ IRS and State of Hawaii Tax Clearances
  - A Pre-Tax Clearance from both the State of Hawaii's Department of Taxation (DOTAX) and the Internal Revenue Service (IRS); **OR**
  - An original or certified DOTAX Form A-6; **OR**
  - A current IRS/DOTAX payment plan; **OR**
  - HCE Certificate of Vendor Compliance print out
- ☐ Payment of outstanding fines, fees, or other charges, if any
- ☐ Submittal of outstanding financial reports due to the HLC, if any

For the first time in twelve years, we increased the basic license fees. These additional funds will benefit you by allowing our agency to better serve you with an online, web-based computer system that will give you access to your account, as well as status updates of your requests.

Please email us at [liq-licensing@honolulu.gov](mailto:liq-licensing@honolulu.gov) if you have any questions. Thank you.